
EXECUTIVE COMMITTEE
Monthly Meeting Minutes
Thursday, June 10, 2004
12:00 p.m.

Presiding: Jane Reister Conard

Present: Greg Diven, Charles Daud, Norm Fitzgerald, Paul Jackson, Jon Pierpont and Karen Silver

Excused: Edward Armour, Doug Johnston, Kerry Steadman, and Commissioner Gene White

Guests: Jean Steidl - DWS Facilities Coordinator

Staff: Kim Auberger, Leno Franco, Diane Lovell, and Mary Peterson

Welcome & Announcements

Jane Reister-Conard called the meeting to order at 12:10 p.m.

Ms. Conard reported that on her behalf, Diane Lovell completed an advisory board survey that was requested by the State Legislature's Government Operations Committee. Survey questions included:

- What is the purpose of your group?
- What is your statutory authority?
- How many people are there in your group?
- How much does it cost to operate your group?

Ms. Conard thanked Ms. Lovell for responding to the survey and submitting the requested information.

Ms. Conard reported that approximately 1-1/2 years ago the Council requested a clarification regarding the correct process for selecting/electing Council Chairs. At that time, Raylene Ireland agreed to ask the Attorney General for an opinion regarding the Council's process. On May 18, 2004, Ms. Conard sent a follow-up letter to Tani Downing, DWS legal counsel, again requesting an opinion. Ms. Downing wrote back that she had forwarded the request to the Attorney General's Office and she also indicated that she doesn't see any problem with the Council's current Chair selection process that includes ratification of the Chair-elect by the Tooele County Commission and the Salt Lake County Council.

Ms. Conard then asked for each committee to begin to identify accomplishments to be highlighted in the DWS 2004 Annual Report. Diane Lovell will notify the members of the due date when she receives this information from DWS administration.

Chair's Report

Membership Update - Ms. Conard announced that Cynthia Brothers has resigned, leaving one vacancy for a small employer. Steve Rosenberg has referred Christine McDonough of Twelve Horses, (a software company) for membership consideration. Also, Doug Wolma of Detroit Diesel in Tooele attended our last meeting and is considering membership on the Council. Kerry Steadman has been asked to follow-up on the Salt Lake County Council vacancy formerly held by Councilman David Wilde.

Nominations Status - An announcement was emailed asking for Chair and Vice Chair nominations. Thus far, Greg Diven has been nominated for Chair and Paul Jackson for Vice-Chair. Ms. Conard encouraged members to send in their nominations and noted that nominations will also be accepted at the June 24th Council meeting.

Committee Reports

Basic Needs - Karen Silver had no new business to report.

Marketing - No report in Ed Armour's absence. Diane Lovell will follow-up with Mr. Armour.

Facilities - This report will be presented by Jean Steidl later on the agenda.

Training & Development - Norm Fitzgerald reported that one application for training provider approval has been received; however, a number of questions need to be addressed before the committee can bring the application before the Council for action.

Youth Council - Paul Jackson reported on the successful Youth Council Retreat held at the Granite School District Jones Center. Members spent time revising the Youth Council mission statement and discussed broadening its coordination responsibilities. Mr. Jackson indicated there would be follow-up meetings to complete the Youth Council's strategic plan. Mr. Jackson was pleased to see the Council excited, engaged and willing to "re-invent" itself.

Executive Roundtable

Greg Diven reported on the additional employers that have agreed to be involved in the first Manufacturing Roundtable. Kim Auberger and Mr. Diven have contacted a number of additional companies who have agreed to participate. Approximately 18 to 20 companies will be involved in the initial Roundtable that will be held in August.

The Roundtable also plans to survey a number of employers, asking for their top issues of concern and how DWS can help them. Todd Henriksen suggested the Roundtable use a free on-line survey service called Monkeysurvey.com. which is under consideration.

DWS Facilities - Jean Steidl

Jean Steidl, DWS Facilities Coordinator was introduced and opened her report by stating that at Jon Pierpont's request, a Central Region Needs Assessment Committee was formed to look at region wide facilities needs. Ms. Steidl noted that initially the committee reviewed demographic data to best determine DWS customer base concentrations and growing areas of need. Based on the data, the Downtown Employment Center and the CRESC (Eligibility Center) are priorities, along with a continuing study of the need for a Center in the southeast or southwest part of the County.

The Downtown lease expires in a year and DWS is considering a 2-year renewal which will provide additional time to further evaluate demographic data and to possibly let an RFP for a potential facility to be located further north and west of the downtown area. If support from the community and executive management is gained and a determination is made to build a new facility on the Northwest side, current Downtown customers would be directed to the Metro office during the transition.

Ms. Steidl explained that currently the CRESC is overcrowded but the situation may be mitigated due to the possibility of increased telecommuting. The CRESC lease also expires in a year and the department is considering a 2 or 4-year renewal, depending on negotiations.

The other priority is the need for a new facility in the southernmost area of the valley. In the past, the department was working towards a location in the southwest area; however, current data seem to indicate that our customer base is in the southeast area, north of the freeway. Continued study is required before a final location determination is made.

Jane Reister Conard asked about the new housing that Kennecott is proposing and Ms. Steidl responded the new development would be taken into consideration as part of the facility planning and research efforts in the southwest area.

Ms. Conard suggested that we look 10-15 years into the future in addition to looking at current growth patterns and look at the availability of land in the far west part of the County. Ms. Steidl again indicated that the numbers were showing something different than we thought and that more in depth study and analysis will be conducted.

Ms. Steidl then indicated that the only other priority is the Tooele Employment Center. In the past, there was a push to either look at a new building or a remodel given the huge amount of growth in Tooele; however, based on the direction of DWS senior management, there are no current plans for a new building. Ms. Steidl reported that she recently met with Kenny Martinez, Tooele's Manager to discuss needs and re-visited the option of remodeling the facility. New remodeling options were considered which would result in extra usable space and one additional office. Funding to support the remodel has been requested as part of the budget process.

Jon Pierpont noted that in terms of the facilities budget, Tooele is about number four down on the priority list and we are waiting to hear back as to whether or not funding will be approved.

Jane Reister Conard responded that she was disappointed in how the Tooele Center is being handled. A year and a half to two years ago, the Council identified Tooele as its top priority and for two years the Council has "been deferred, put off or delayed" and now to learn of a remodeling proposal without being consulted is very disappointing to the Council. Ms. Conard further iterated that by statute, the Council is to recommend where the One-Stops (facilities) should be located and that it is unfortunate that the Council "has not been allowed to perform its statutory function" and hasn't heard anything definitive regarding the Tooele facility in over a year.

She asked that the Council's dismay and concerns be communicated to "executive management" and that a formal report be made to the Council explaining the reasons why a new building in Tooele is not possible. Ms. Conard added that her displeasure and comments were not personally directed at Ms. Steidl. Ms. Steidl responded that she did not have all of the answers to Ms. Conard's questions but would get the requested information.

Karen Silver stated that she visits the Tooele facility each month and supports Ms. Conard's comments and the request for a formal report.

Paul Jackson reiterated the Council's need to know the rationale underlying decisions that have been made regarding the Tooele facility.

Ms. Steidl asked Ms. Conard if she was aware of any of the remodel proposals. Ms. Conard responded "none" and suggested that the formal report to the Council include: 1) all the reasons why there could not be a new building; 2) how and why the remodel will meet the needs; 3) how long the remodel will be sufficient; and, 4) what are the long range plans for the growing Tooele area.

Jon Pierpont asked Leno Franco for his insight. Mr. Franco indicated that Norm Fitzgerald had reviewed relevant data over a year ago and that a proposal was then shared with Rosemarie Carter, DWS Administrative Services Director, to reconfigure the facility as "phase one" of a longer term plan that involved either building a new facility or leasing a larger one in the future. Further, because the current lease doesn't expire until 2008, attempts were made to find an entity to take over the current lease at some point in the future but none was identified.

Ms. Conard then stated that her recommendation would be that, "in 2008 we have a ribbon cutting ceremony for a new facility and that we begin planning now." She noted that she recognizes and appreciates the department's need to establish priorities based on statewide needs; however, Central Region encompasses almost half of the state's population and the Council should be consulted and involved in decisions regarding Central Region facilities.

Norm Fitzgerald indicated that the Council would also like to be kept up to date regarding any plans for the Downtown facility.

Ms. Conard suggested that Jean Steidl attend all Council Facilities Committee meetings and the Assessment Committee invite Norm Fitzgerald and notice Diane Lovell regarding its meetings as a means to ensure dialogue and communication with the Council. Mr. Pierpont agreed with Ms. Conard's suggestions and is looking forward to improved communication in the future.

Kim Auberger added that from the Business Services standpoint, the Tooele Employment Center is too small to accommodate on-site employer recruitments and job fairs and oftentimes there is not space available for employers to conduct single interviews. Greg Diven indicated that Wal-Mart and Detroit Diesel are having difficulty finding enough qualified candidates in Tooele and may need to go to Salt Lake to recruit. Ms. Conard stated that the comments from Ms. Auberger and Mr. Diven reflect the need for the Council's involvement and input regarding facility issues and locations.

Ms. Steidl concluded her remarks and agreed to present a report to the Council at the June 24th meeting.

DWS Training Strategies - Status Update

Jon Pierpont presented a status update on training strategies, which included:

1. Pathway consistency - An orientation video was implemented for training services at each of the DWS Training Centers on April 13, 2004 and we have seen 300 plus people coming into this orientation. This is a huge increase over the prior average per month of 20 to 30. An analysis was done approximately six to eight months ago and found that 85% of people accessing training were denied training services. Mr. Pierpont noted that this was a significant denial rate and wants to analyze our denial rate to see why we are denying cases and provide staff training if necessary.
2. A letter will be sent to 300 Unemployment Insurance recipients notifying them of retraining opportunities.
3. Training Summit - This will be held on June 23rd and 24th for all Employment Counselors at the Red Lion Hotel. The summit will provide comprehensive training on training services to staff.
4. Mr. Pierpont put a small work team together to compile performance outcomes and measures for each position/classification in the region from Managers down and this was completed June 9, 2004.
5. Training Vendor Approach - This assignment was given to Diane Lovell who has been tasked with developing a strategy with the training vendors to help ensure and facilitate increased "front-end" customer enrollments during July, August and September.

Agenda Setting

Ms. Conard went over proposed agenda items for the June 24th meeting that include:

- Ratification of May 27th Action Items - including the extension of the YES contract
- Election of officers
- Regional Director's report - Training Strategies Update
- Committee Reports
- DWS Facilities Presentation - Jean Steihl

Ms. Conard asked Diane Lovell to send out another email reminding the Region Council of the upcoming elections and the nominations procedures. Members may vote electronically if they are unable to attend the meeting on June 24.

Old Business

Developing criteria for special recognition awards was deferred to another meeting.

Goal Setting

Ms. Conard stated that as part of the Executive Committee's function, its goals need to address membership, government relations and finance. The committee worked on additional goals, objectives and action steps that will be finalized at the Executive Committee's July meeting.

The Executive Committee decided that all Council/committee goals should be shared/reviewed at each Council meeting beginning in August 2004.

The meeting was adjourned at 1:36 p.m.